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People come First!

Exciting Opportunity at the California Department of Social Services…

CDSS
CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

Staff Information Systems Analyst
Salary Range $5,065 - $6,466
.7 Time Base - Permanent

EMPLOYMENT OPPORTUNITY

The Project Management Office is seeking a highly motivated and qualified individual to join our team. The incumbent will manage the department's more complex projects and be responsible for the planning, documentation and implementation of these projects. In addition, the incumbent will develop and/or coordinate critical control agency documents, e.g.; FSRs, BCPs, participate in data administration, industry research, and vendor/contract monitoring for the Departments IT projects.

Knowledge of data processing principles, strong interpersonal, analytical, problem solving, technical writing, and project management skills are preferred.

Who Should Apply: An applicant must be reachable on the current employment list or be a current or former state employee eligible for this classification. All interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified above. *Clearly indicate the basis of eligibility in line item number 12 (Explanations).*

Final File Date: **Until Filled**

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Contact: Carla Frazier
(916) 323-2185

INFORMATION SYSTEMS DIVISION
Staff Information Systems Analyst (Specialist)
<u>**Duty Statement**</u>
<u>**800-751-1312-002**</u>

CONCEPT OF POSITION:

Under the general direction of the Data Processing Manager II (DPM II) , the Staff Information Systems Analyst, Specialist (SISA) is responsible for the more complex activities and functions associated with project management and support of the Department's information technology (IT) infrastructure. The SISA completes or coordinates the more complex control agency required reports and prepares project initiation documents, e.g., BCPs, FSRs.

RESPONSIBILITIES OF POSITION:

SISA activities and functions will include:

Project Management
Information Systems Planning
Budget Change Proposal/Feasibility Study Report Development
Control Agency Reports

70%   Provides project management for department-wide IT projects, ensuring that project management practices across the Division are consistent, resources are responsibly coordinated, and projects are brought to successful conclusions. Duties include project documentation and tracking, coordination, and status reporting.

15% Develops and/or coordinates critical control agency documents; participates in data administration, business continuity planning, industry research, and vendor/contract monitoring for the Division.

10% Works independently on more complex system analyses as assigned. Researches and evaluates current and emerging information technologies and reports findings to management.

 5% Performs other related work.

SUPERVISION RECEIVED:

The SISA receives general direction from the Section supervisor (DPM I), who will ensure s/he is sufficiently aware of the bureau, branch, division and departmental goals and policies.

ADMINISTRATIVE RESPONSIBILITY:

The SISA is responsible for completing mandated Agency and OCIO reports.

PERSONAL CONTACTS:

The SISA has frequent contact staff at all levels of the Department and representatives of other departments, e.g., CHHSA; Office of the State Chief Information Officer. The SISA also has contact with contractors and vendors.

ACTIONS AND CONSEQUENCES:

The SISA must exercise judgment in making recommendations affecting project issues. Failure to exercise good judgment would have an adverse impact on the Department's ability to provide services to its clients.

OTHER INFORMATION:

The incumbent must be technically knowledgeable of all computer and network hardware and software purchased for the Department's IT infrastructure.